



Airfield
Development
Advisory Fund



Department
for Transport



UK
Civil Aviation
Authority

Airfield Development Advisory Fund

Applicant Guide

29/10/2020

Introduction

The Airfield Development Advisory Fund (ADAF) provides eligible UK airfields and associated businesses access to professional and business advice to support their future development. The advice offered will include bespoke, specialist assistance on things such as planning and conservation policy, accountancy, business model development and innovation (for example).

What this guide provides

This guide is for prospective applicants to the Airfield Development Advisory Fund.

This applicant guide provides:

- Clarity on the eligibility criteria to apply for this fund and to receive advice ('Who can apply?').
- An overview of the kind of support available to UK airfields and associated businesses who can apply ('What can the fund offer?').
- A step by step guide to help applicants submit their application ('How can I apply?').
- Information on what happens after an application has been submitted and useful resources.

We encourage potential applicants to read through this guide before completing the application form.

A. Who can apply?

The ADAF is open to **airfield owners, operators and airfield-associated businesses across England, Scotland, Wales and Northern Ireland**. Military airfields in receipt of Ministry of Defence funding cannot apply for support under this fund. To qualify for support, the application must relate to a UK airfield that:

- Is licensed or unlicensed
- Handled fewer than 200,000 passengers on average during the last two financial years (Apr 2018 to Mar 2019, Apr 2019 to Mar 2020), and the annual passenger traffic for this financial year (Apr 2020 to Mar 2021) is not expected to exceed 200,000 passengers.

To apply you will need to demonstrate how the advice can help protect or expand your business and aviation use. Advisory services will be provided across a range of disciplines, by UK based experts pre-selected by the Department for Transport (DfT) and the Civil Aviation Authority (CAA).

Before you start to complete an application, we encourage that you check if you are eligible to apply.

If the fund is oversubscribed, ADAF will prioritise applications that meet one or more of the following criteria, listed in no particular order:

- Provides training and skills development for the aviation profession or the community
- Supports General Aviation in areas where such provision is limited (e.g. hangarage, maintenance, fuel)
- Airfield Is used by emergency services such as the Helicopter Emergency Medical Service or Police
- Supports the development of innovation and technology
- Supports several interlinked businesses contributing to the regional economy
- Has heritage value or provides special facilities for heritage aircraft
- Supports education and builds a community
- Is key to local connectivity for remote areas with poor infrastructure
- Equipped for IFR (Instrument Flight Rules) operations
- Hosts aviation related events (air displays, exhibitions, meets, rallies etc.)

B. What can the fund offer?

The fund offers in-kind support to UK airfields and associated businesses in the form of **access to professional and business** advice to support their future development.

The advice may include bespoke, specialist assistance on areas such as:

- Accounting and finance
- Town Planning and heritage grants
- Marketing, communications & branding
- Business strategy and commercial development
- The application of technology and innovation

You can find below a list of indicative types of support available under this fund:

| Type of support | Sub-topics (Illustrative) |
|---------------------|--|
| Financial | Business (financial planning and budget control, management reporting, internal reporting procedures, financial modelling, business diversification, how to raise capital, applying for grant funding, grant awareness, policy support) Accounting (fraud prevention, procurement and contract management, bank payment procedures) Tax (corporate tax compliance, research and development tax credits, capital allowances, share option schemes) VAT (applicability of zero rating, property and capital purchases, compliance) |
| Organisation | Structure, staffing, business planning, innovation, business development, funding, training processes, partnership strategy |

| | |
|---|--|
| | Airfield management, target operating model, health & safety training and procedures, commercial unmanned aircraft and drone operations, airspace modernisation strategy, air ground communication, flight information services, building and system compliance for operations, connectivity, energy management or alarm systems |
| Planning | <p>Site appraisal, Local plan promotion/monitoring, planning applications, planning appeals, advice on Section 106 and the Community Infrastructure Levy (CIL), viability advice</p> <p>Please note: Any planning advice provided as part of the Airfield Development Advisory Fund is not an implication of merit or guarantee any success in relation to subsequent planning applications or local plans. All subsequent planning applications, including where call-in, appeals to PINS or where Government Departments are otherwise involved will be determined on their own merits, in accordance with the development plan, material considerations, etc.</p> |
| General property /land development | Commercial and mixed-use development (existing & new infrastructure), town centre and urban regeneration, mixed-use and urban regeneration, strategic land development, feasibility and viability assessments, funding and delivery structures, surplus asset disposals, land assembly, landowner agreements, project management, development partner selection, estate strategies and rationalisation, surface access |
| Environmental | Impact assessments |
| Sustainability | Alternative power generation, electric aircraft preparation |
| Preservation | Aircraft, historic items/locations |
| Marketing and communications | Service development, local & national communications outreach, aviation marketing, identity, brand |
| Legal | <p>Mediation Dispute and Resolution</p> <p>Please note: the advice we provide would not constitute legal advice itself; our advice would solely be focused on assisting the applicant engage with the relevant bodies</p> |
| Training | <p>Software tools (e.g. Microsoft Office Suite (Excel, Powerpoint, Word, Teams)</p> <p>Business skills and negotiation, procurement</p> <p>Safety management training</p> |
| Other | Anything that is not covered by the areas outlined above |

C. How can I apply?

You can apply by filling out an application form online. The link to the application form is clearly marked on the application page. You can also access it directly [here](#).

The application will take you 30-45 minutes to complete in one sitting. You can find details of this form below in this guide, and you can download a copy in Word [here](#).

If you are not able to complete the application form online, you can download the application form in Word, complete it, and send it to airfields@icf.com by the deadline for applications.

Deadline: Applications must be submitted by **17.00 on Thursday 3 December 2020**. No application will be processed and assessed after this time

Get help: The ADAF support team are to help you. If you have any questions about the fund or about completing the application form, please get in touch:

By calling us on 0121 233 6990

By emailing us directly at airfields@icf.com

Key dates: Key dates for the fund and the application stage are as follows:

- **3 December 2020 at 17.00:** Deadline for applications.
- **November to mid-December 2020:** Applications are reviewed and assessed. A member of our team may contact you to clarify any details regarding your application, if necessary.
- **Mid December:** Award to qualifying applicants. We will inform you by email if you have qualified to receive advisory services under this fund. We will organise specific dates to start engaging with you.
- **December 2020 to March 2021:** Engagement with successful applicants (the advisory services are carried out).

D. Understanding the online application form

This section provides you with details about the application form itself, guiding you through its features, questions and how to navigate the form.

KEY FEATURES

The form is available in English or Welsh. You can toggle to Welsh using the dedicated button in the top righthand corner of the application form.

Fields marked with * are mandatory.

For some questions, depending on the answer provided, you may either be asked to answer sub-questions, or be redirected to another question. This will happen automatically on screen.

Navigation: As you complete the form, you can navigate back to previous pages or go forward by using the buttons at the bottom of each page.

Reviewing: As you complete the form, you can at any time review your responses in full by clicking the dedicated button at the top of each page. This is to help you review answers as you go along, if needed.

Saving: As you complete the form, save your answers by clicking the ‘Save and Next’ button at the end of each page to make sure entries are recorded.

Exit and Continue Later: After saving your answers on a page, you can come back to the form later at any time. You can do this by pressing the dedicated button at the top of each page. While we recommend that you fill out the short form in one sitting, this is a function that can be helpful if you need to check some of your answers.

Please note if you use the Exit and Continue Later function: when you click Exit and Continue Later, you will automatically receive an email from us with a unique link to your form. This is the link you will need to go back to your own, dedicated application form. Please make sure you keep note of this before you submit the form.

Privacy and consent: When you first enter the form, you will be asked to review the privacy statement for applications under this fund (how your data is accessed and used). This statement will clearly feature in the first page of the form, and you will be asked whether you consent.

Please note for applicants submitting a word form: you will be required to print the privacy statement and consent to it in the dedicated space on the Word form. You can access this statement [here](#) for download and printing.

The application form is made of five (5) sections in total:

- Section 1: ‘About you’
- Section 2: ‘About the organisation’
- Section 3: ‘Key areas that you need advice in’
- Section 4: ‘Ranking your requirements in order of priority’
- Section 5: ‘Application summary’

Section 1: ‘About you’

In Section 1 of the application form we ask for information about you and basic information about your organisation. This includes your name, the name of your organisation, associated airfield name, and contact information. We also ask if your associated airfield is a civilian or military airfield, whether it is licensed or not, and the number of passengers in the past two (2) years and estimates for 2020. All the fields in this section are mandatory, except for website information.

Note: The name of your associated airfield is important so you must complete this question before moving on in your application.

Section 2: ‘About the organisation’

Section 2 requests information about the type of organisation that you represent/apply on behalf of.

Part A: Who you are:

The list of options presented reflects the eligibility criteria that are outlined earlier in this guidance. You can tick the most appropriate box for your organisation. Multiple ticks are possible.

Note: If you select 'airfield owner, shareholder or leaseholder', you will be asked further questions about your airfield. We ask questions about services provided, if your airfield hosts pilot training, is a base for Helicopter Emergency Services (HEMS) or not, and questions about the number of businesses / charities associated with your airfield and if you hold aviation related events.

Part B: About your organisation:

We ask you to confirm whether you are a registered business, Community Interest Company or Charity and the number of jobs, including apprenticeships, that your organisation supports. We also ask if you provide training and skills for the local community and aviation profession and if your organisation serves as community facilities or proactively promotes community engagement and education.

These questions are designed for us to get a sense of your organisation.

Part C: Financial information (not mandatory)

We ask for your indicative turnover and if your organisation has experienced any financial difficulties in the last five years. These questions are not mandatory. It is important to note that they do not have any bearing on the outcome of your application. The information helps to identify the size of the organisations that are interested in the support on offer.

Section 3: Key areas that you need advice in

In Section 3 we ask about the areas that you would like to receive advice. Pending a review of your application, you could be eligible for up to five working days of consultancy advice from a pool of advisers pre-selected and approved by the CAA.

Note:

- There is no standard advisory service area for applicants to 'fit' in; provision of services will be driven by your needs.
- You can access a broad range of advisory services so long as your need(s) correspond with the viability of an airfield. For this reason, applicants are invited to specify other areas of advice if needed in the form.
- The ADAF's scope does not include any mediation or legal advice in itself. However, the DfT and CAA would still like to be made aware of any relevant dispute.

How to fill out this section

You are asked to tick the boxes that correspond to the advice that you would like to receive. The categories reflect indicative areas of support that you can apply for, as presented in Part B of this guidance and which are not exhaustive). This section allows multiple ticks.

As you apply a tick against an areas of advice that you are interested in, the form will ask you to provide very brief information about the nature of your requirement, and/or what you would like to achieve. This is not intended to be exhaustive, but informative as needed.

Note: The information that you provide in this section of the application form will provide us with an overview of your needs. We will contact you at a later date to discuss your needs in more detail. This can be during the application stage if more information is needed to assess your application. Otherwise, this will take place after successful applicants have been notified.

Section 4: Ranking your requirements in order of priority

In Section 4, a summary of your preferences and answers from Section 3 will be summarised on screen. In the spaces that will be provided on screen, you will be asked to rank your requirements in order of priority. A drag and drop menu will enable you to do that easily, with instructions.

Please note: if you have chosen one area for advice in Section 3 you will simply see your choice on screen. No action is needed as it will automatically be your first choice.

Section 5: Application summary

In Section 5, you will be asked to carefully read and review the information that you have provided. The screen will allow you to download the entire form with the information you provided.

If you would like to correct or change anything in the answers you provided, you can go back into the application form to edit information using the navigation buttons on the page. You will have the option of saving and printing a copy of your application at that stage for your records.

The application form will also ask that you read and confirm that:

- Your application supports the future growth of the aviation sector. This question assesses the validity of applications for support, in line with the areas of support that are available, as outlined earlier.
- This is the only application to the Airfield Development Advisory Fund that you are aware of from your organisation. This question serves to verify the number of applications that organisations submit. While more than one business may apply for the fund on a given airfield (for example), it is not possible for one business to submit multiple applications.

Once you are happy with the information provided, you will be invited to press the 'submit' button.

Submitting your application

You will see a message on your screen to confirm submission. This message will outline next steps.

When you submitted your application, you will receive an email message with a copy of your final application form for your record.

E. After you submit an application

After you submit your application, you will receive an email to confirm that we have received your application. This is what will happen afterwards:

November to mid-December 2020: Applications are reviewed and assessed. A member of our team may contact you to clarify any details regarding your application, if necessary.

Mid December: Award to qualifying applicants. We will inform you by email if you have qualified to receive advisory services under this fund. We will organise specific dates to start engaging with you.

December 2020 to March 2021: Engagement with successful applicants (the advisory services are carried out).

Due Diligence: As part of the application process, the ADAF support team will need to carry out verification checks and due diligence on applicant organisations. This is to ensure that registered organisations do exist and carry out basic checks on past or current criminal proceedings. For the sole purpose of applicant verification, data will be used to carry out a Dun & Bradstreet Check on companies / traders. No checks will affect companies' credit scores and data used for this purpose will be strictly limited to the items needed by the Dun & Bradstreet checking form.

Useful resources

Below are some useful resources:

Airfield Development Advisory Fund Web Pages

www.caa.co.uk/airfieldadvice

Frequently Asked Questions

<https://icfeurope.com/CAA-Airfield-Development-Advisory-Fund>

Civil Aviation Authority

<https://www.caa.co.uk/home/>

Department of Transport

<https://www.gov.uk/transport/aviation>

Please visit www.caa.co.uk/airfieldadvice for more information.

If you have any questions or need any support to complete the application, please get in touch.

Phone: +44 (0)121 233 6990

Email: airfields@icf.com